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THE THREE READING STYLES

1. *Reflective reading for Insights* (e.g. reading poetry. You recall and 'chew' the 'cud'.)
2. *Responsive reading for Enjoyment* (e.g. reading a novel. You follow the footsteps of the author)
3. *Receptive reading for Information* (e.g. reading articles).



Reading Maketh a Full Man

The attributes of a Full Man are *Integrity* and *wholeness*.

Integrity within and wholeness without. His calm and composed integrity within is because he 'sees' the outside world with BIFOCAL spectacles.

BIG PICTURE Sometimes referred as Helicopter view, his focus is on relationships between parts not on parts per se.

IMMEDIATE His concern, however, is immediate present. He acts in the 'living present'.

FUTURE Still, he peeps into the future with an

OPEN MIND and **COMBINES** the short term goals with the long term objectives, He

ACCOMMODATES Opposite views. He has the ability to reconcile the seemingly opposite view points.

LOGICAL He has the ability to present his view points logically.

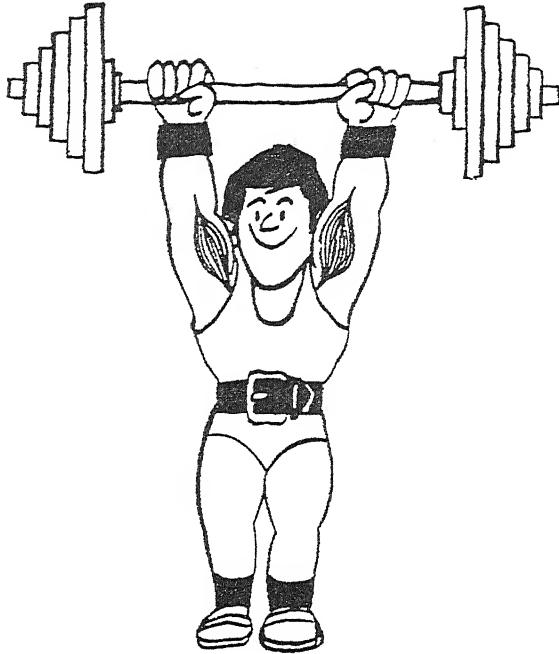
**VERSATILE READING
PAVES THE WAY**



READ TO

| | |
|---------|-------------|
| RAISE | Brain Power |
| ENHANCE | Experience |
| ADAPT | to Changes |
| DEVELOP | Data base |

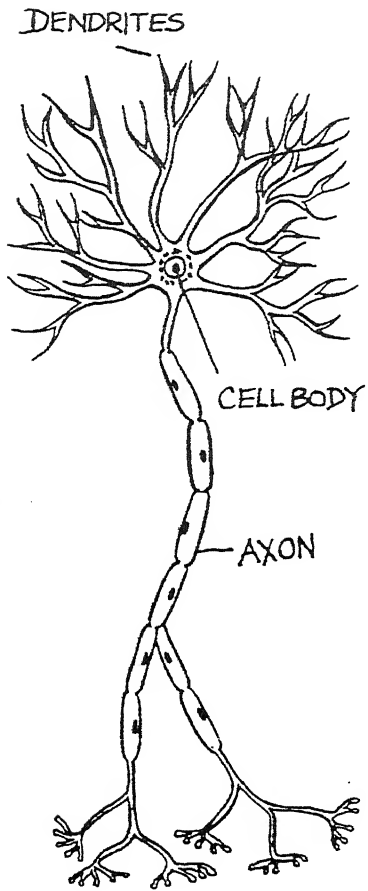
READ TO RAISE BRAIN POWER



You do physical exercise to build your muscles so that they become strong and enduring.

You need mental exercise to build the big muscle inside the head - Brain.

Food and oxygen are the inputs for a healthy body. Information is the vital input for a healthy and vibrant brain.

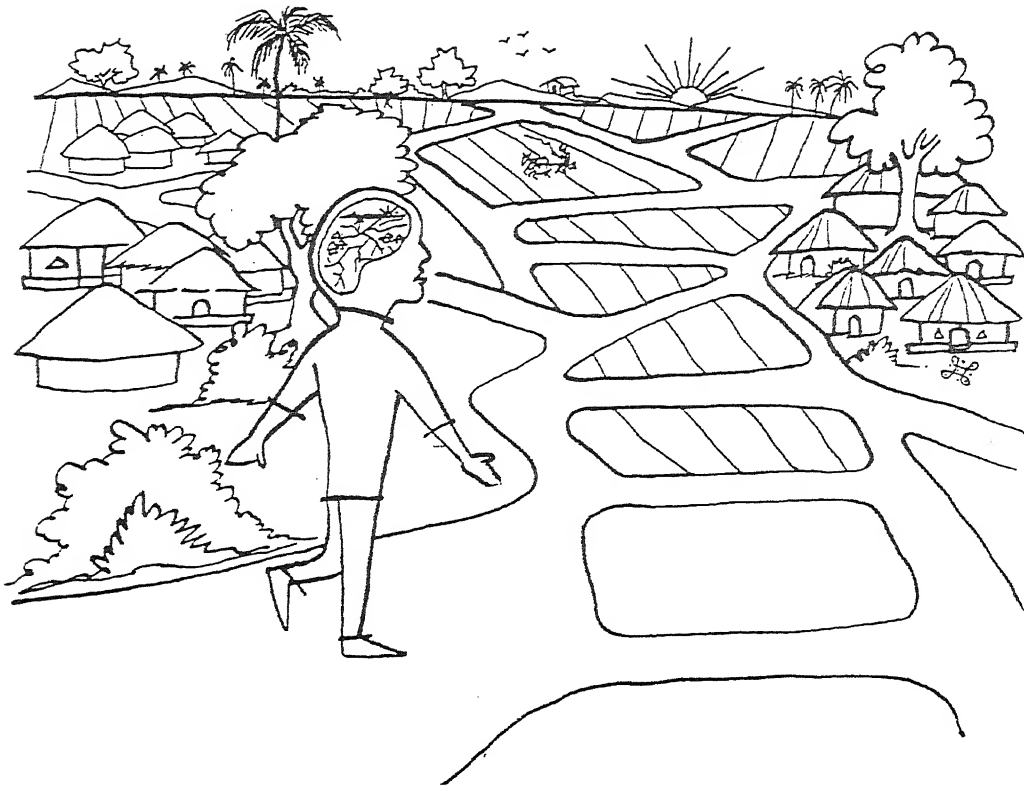


The brain consists of billions of cells - the neurons; they die in thousands per day. Yet you don't lose your ability to comprehend and retain. The brain power is in the inter - connections that the neurons make and not in their numbers!

The neuron is designed to receive information, like a green leaf is designed to receive sunlight.

The neuron collects information by its *dendrites* which is processed in the *cell body* and transmitted to the other neurons *via* its *axon*.





The neurons 'talk' to each other and establish path-ways like the beaten tracks in a village.

READ TO ENHANCE YOUR OWN EXPERINCE

Experience is the best teacher is an old adage.

It is true, provided you are attentive and reflective to your own experience and that of others. Books contain others' experiences. Some times reading a book is like looking into mirror.

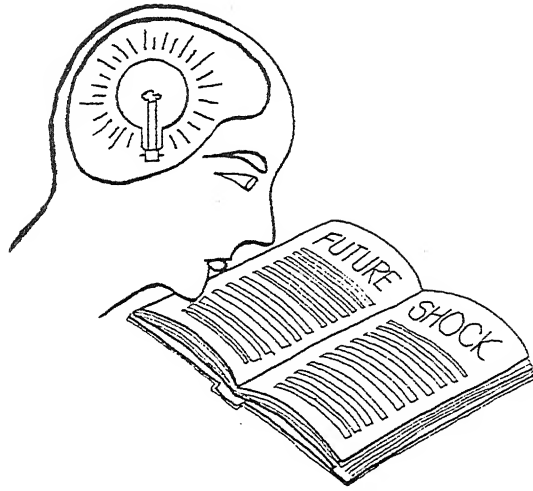
From books you can find logic for your own experience, an intuitive learning. You gain self -confidence and conviction.

READ TO ADAPT TO CHANGES

"You have to run to remain in place; if you want to go somewhere, you have to run twice as fast."

To adapt to changes in a fast moving world you have to think ahead. Reading helps.

Books contain '**FUTURE SHOCKS**'. Reading such books prepare you mentally to face '**shocks**' lightly.



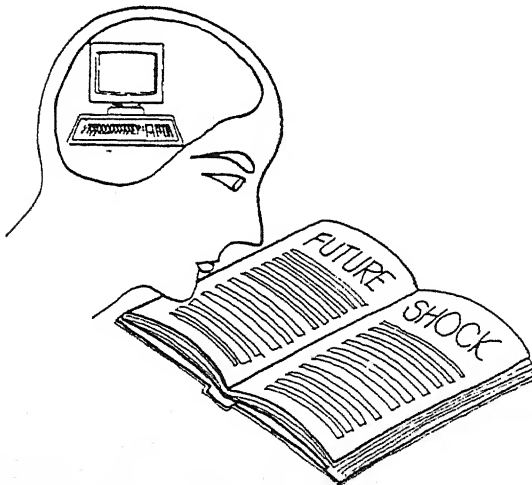
READ TO DEVELOP DATA BASE

Brain stores information in its neural networks.

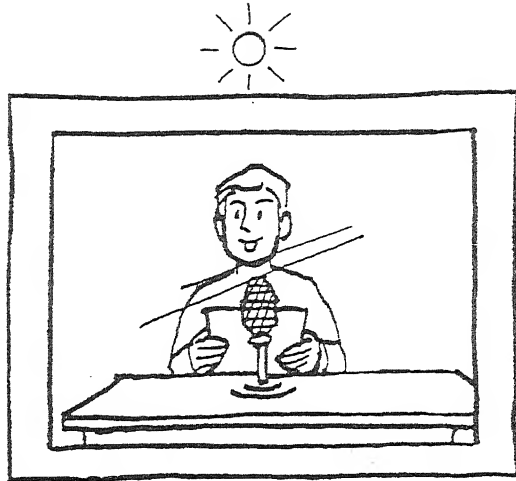
Reading

- (a) develops data base
- (b) increases storage capacity.

They are mutually reinforcing.



INFORMATION is for
widening the base - *broad*
basing not for *broad casting*.



**INFORMATION
AND BROADCASTING.**

Brain is designed to thrive on :

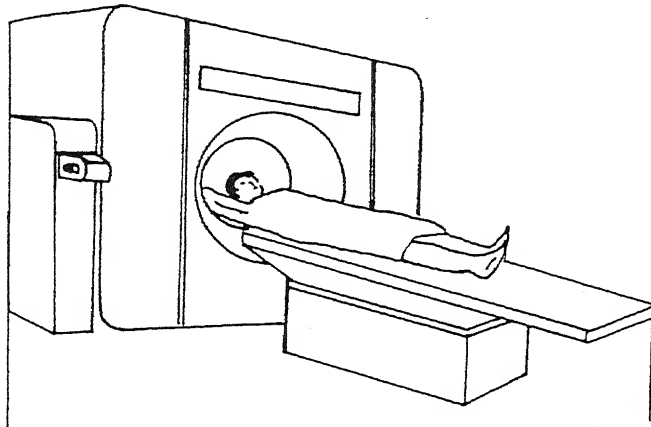
Stimulation

Change & Challenge

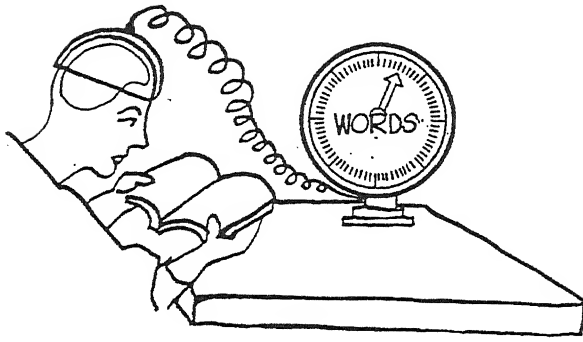
Ambiguity

Novelty.

Reading provides
stimulation and
prepares you for
change and
challenge. It helps in
accepting *ambiguous*
situation without
difficulty. You can
find *novelty* in what
you read.



Reading is a Brain Scan



Reading has two elements :

- (a) Comprehension
- (b) Time

What is important is not speed per se but, speed of comprehension.

It is like typing. When you learn to type scientifically, you will improve speed with practice. So when you learn to read effectively, you will improve your speed with practice.

Do this exercise.

Select a good article (or any expository writing, a report)
you can read well what is written well.

Read the text for 5 minutes as per your present habit. Count the number of words read, calculate the words per minute. If you have comprehended the text well and your speed is less than 200 words per minute, then, you need to improve.



REFLECTIVE READING

*"Where the mind is without fear and
the head is held high;*

Where knowledge is free;

*Where the world has not been
broken up into fragments by
narrow domestic walls;*

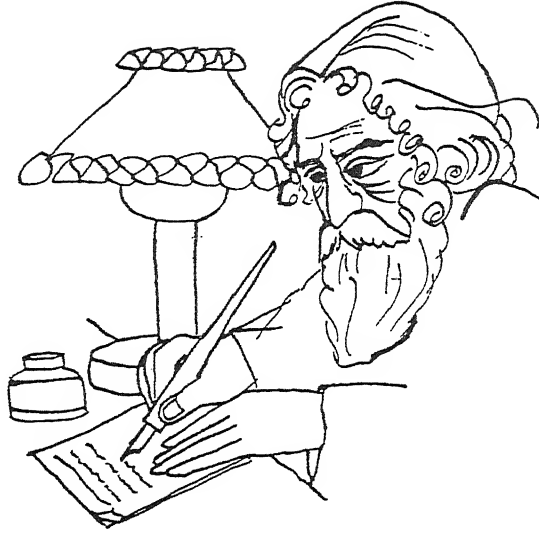
*Where words come out from the
depth of truth;*

*Where tireless striving stretches its
arms towards perfection;*

*Where the clear stream of reason
has not lost it's way into the
dreary desert sand of dead habit;*

*Where the mind is led forward by
Thee into ever-widening thought
and action-*

*Into that heaven of freedom, my
Father, let my country awake."*



As I sat down to write this set of booklets, intuitively I recalled Rabindranath Tagore's invocation. I wrote it down and began to under score certain words.

These words provoked certain thoughts. TRUTH IS ONENESS. We see it as fragments because of domestic walls built by us - the barriers of communication - not sharing knowledge and information - a thoughtless inaction. Why?

Because I am possessive? or I do not know how to share?

This presentation is about the skills one must acquire and perfect to receive assimilate & share our knowledge and information with others to make this world The Heaven of Freedom?

People of the world like billions of neurons in one brain must interact to enhance the brain's and the world's capacity.

Reading, Auditory-Articulatory and Writing skills have such profound significance.

This is Reflective reading, for INSIGHTS for knowledge, an accumulated stock of ideas.

RESPONSIVE READING

Here is a piece of narrative which should be read *Responsively*, following the footsteps of the writer and enjoy the sheer beauty of expression.

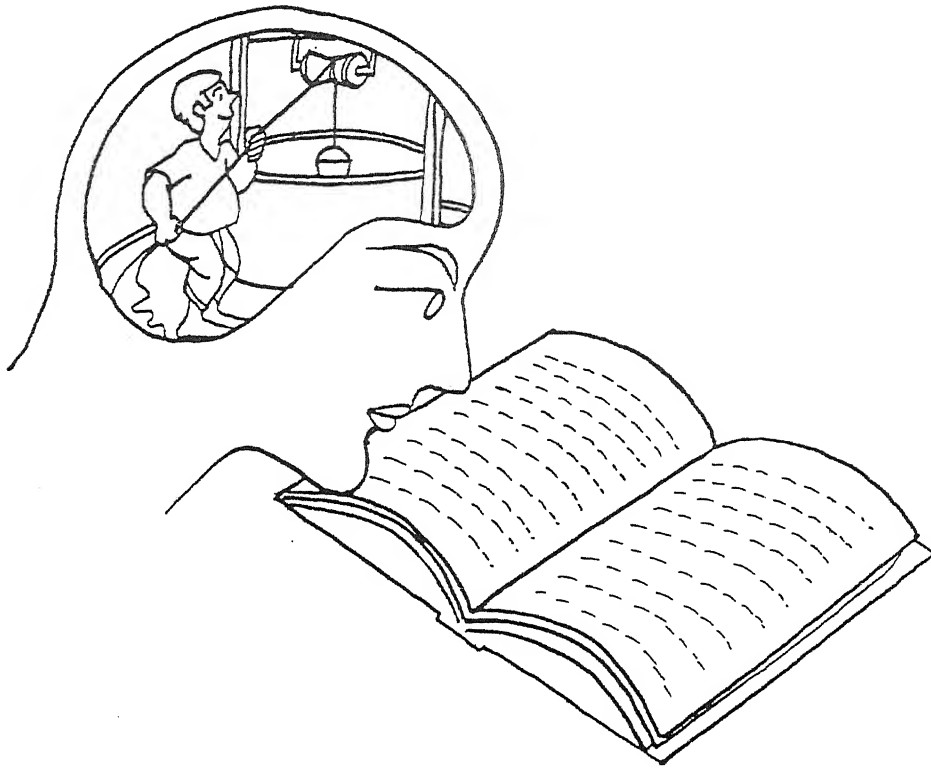
You can even enjoy reciting such passages to others.

THE DECISIVE HOUR AT WATERLOO JUNE 18, 1815

FATE is prone to reserve her smiles for the mighty, and for those who do great deeds. She will remain faithful for years to one man, will be the devoted slave of a Caesar, an Alexander, or a Napoleon; she has a liking for primitive natures, akin to herself-incomprehensible, unfathomable.

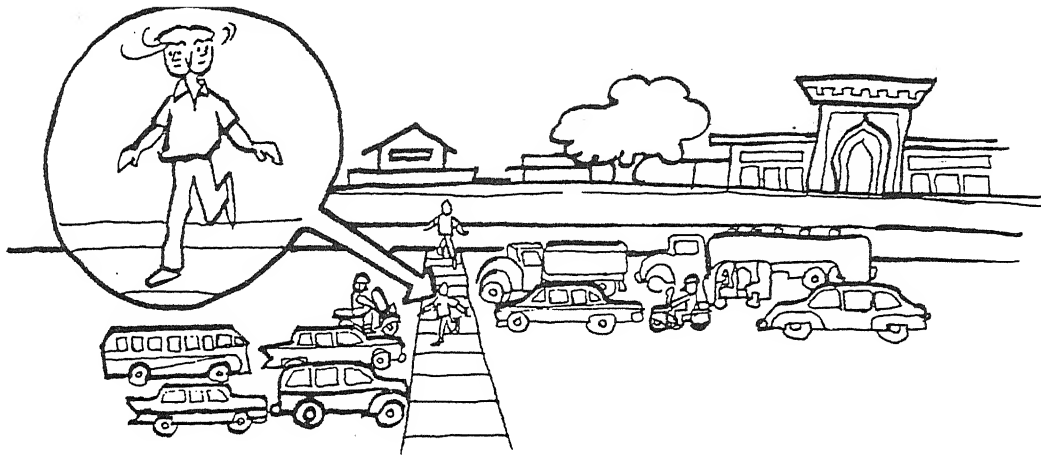
Yet, occasionally, at very rare intervals, she sets her cap at some inconspicuous mortal, placing in his hands threads of doom, the clumsy weaving of which may change the course of history. The poor fellows on whom Destiny thus bestows her favours are alarmed rather than delighted; they are overwhelmed by the torrent of responsibility which sweeps them into the mighty river of world happenings. For the most part, therefore, they allow the threads to slip from their tremulous fingers. Seldom indeed do events prove so cogent that even the weakling is carried upward to soaring heights. The great moment passes swiftly, and he who fails to grasp his opportunity will never be vouchsafed another.

RECEPTIVE READING FOR INFORMATION



What is Receptive reading? Receptive Reading is **TRANSDUCTION** not transfer. It is like drawing water from a well, not opening a tap, to drink water.

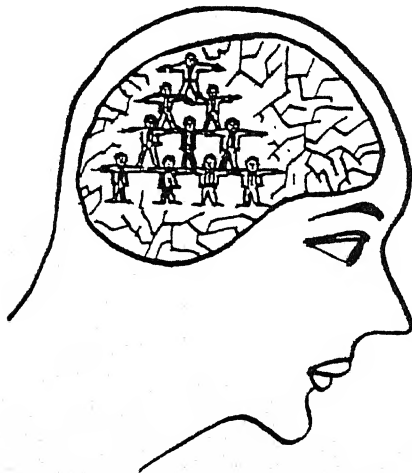
The writer persuades; the reader transduces. The reader decodes what the writer encodes. There is infact, conversion of one form of energy - the words - into another form - the ideas.



You concentrate on the traffic to your right and traffic to the left for the purpose of crossing the road; you ignore the rest.

You recognise your friend with the mental picture you have in the brain and you don't 'see' other faces.

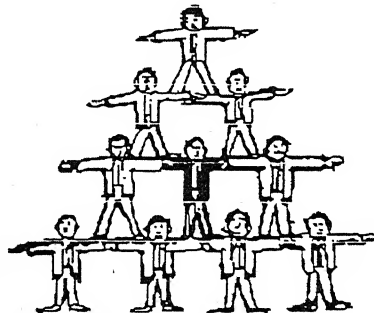
You have filtered.



RECEPTIVE READING INVOLVES FILTERING

There is simultaneous amplification and attenuation. It's like crossing a busy road or recognising a face in the crowd.

Amplification means reading, paying more attention to certain details; and attenuation means reading, paying less attention to other details.





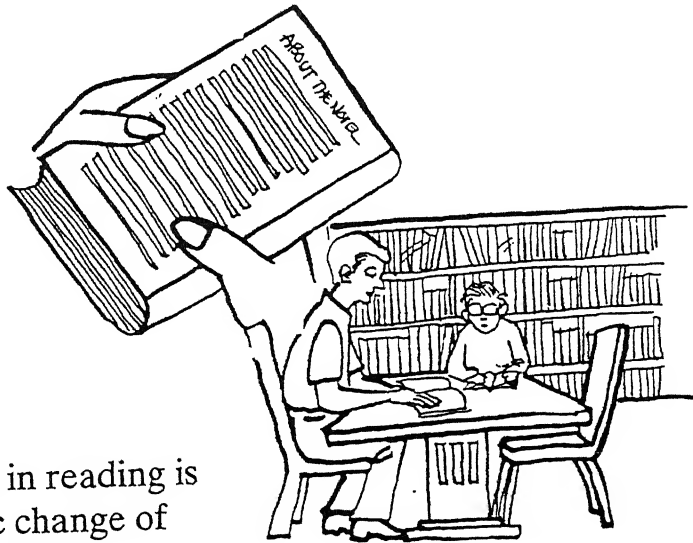
You read the title, the back cover, and few sentences from the introduction or preface before you decide to borrow or buy. You scan and you select.

You can extend the same habit to an article in a magazine or a chapter in a book i.e., you scan and select what you want to read.

STRATEGIES FOR RAPID READING

SCAN SELECT AND SKIM

Improving efficiency in reading is essentially a strategic change of **HABIT**. When you go to a Library or a Book Stall you really scan.



Scanning an article involves reading the title, a few lines of the introduction and concluding para. You can also casually look at the section headings, if there are any. With your purpose clearly in your mind you can now decide whether you should read through the article or not. If you are really interested in reading the article, but don't have the time to do so, you can **skim** through the article.

Skimming is something like looking for a face in a crowd. You take in a number of faces before you fix your gaze on the one you are looking for. Similarly you **skim** through a para to find the topic sentence.

Which sentence or sentences?

It depends on the style of the writer - he may use inductive principle or deductive principle or any other method of reasoning.

Induction consists of enumeration of facts and individual cases and conclusions based on them. It proceeds from specifics to the general, whereas deduction proceeds from the general to the specifics. Deduction consists of a general statement or conclusion from which particular instances are drawn.

This way you can comprehend 70%, If you are still interested you can come 'back to it later.



The Proof of Pudding is in Eating it.

Even if you have time it is better to **skim** before you read **responsively** from the beginning of the article to the end. Both comprehension and speed will be better. More importantly you have less strain comprehending it.

The formula is rapid reading+responsive reading

As I have already mentioned it's a matter of change of habits. Changing habits is not easy. It requires commitment and patience. Atleast you can experiment with a new idea and reap the benefits. I have been a regular reader since my school days. But it is only much later that I cultivated the habit of **scanning** and **skimming** before reading **responsively**. I am happy it has become a regular habit with me. There is no reason why you should not develop a habit of **scanning** and **skimming** and reap the benefits.

Skip words Skip *sentences* and
Skip even *paras*

Words are vehicles of thoughts.
You are interested in ideas and
thoughts not words or
sentences.

You may wonder how it is
possible to take ideas and leave
words. A little reflection will
make the point clear. Every
writer has ideas which he
converts into words and
sentences. But he is bound by
conventions of grammar and
syntax, and has to necessarily
complete each sentence.

The reader however is not and
hence you are free to skip not
only words but also sentences
and paras.

*Skip the words but take the
ideas.*



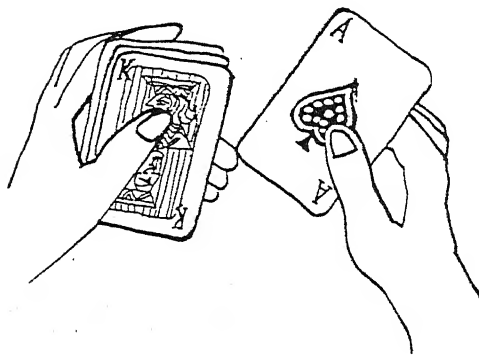
CONCLUSION

ATTENTION, INTENTION AND COMMITMENT

I have drawn your ATTENTION to your reading habit and created an INTENTION hopefully, in you to develop the habit of Rapid Reading followed by Responsive Reading. This booklet will be useful particularly to you if you have not been finding reading a pleasure and rewarding because of some wrong habits.



Wrong habits happen to us absent mindedly like the way the cards go into disorder when shuffled.



You need to sort out. Sorting, unlike shuffling is a conscious effort with a design in mind. I have given you a design for Receptive Reading - reading for comprehension - receiving and assimilating information. Now, COMMITMENT should come from you to cultivate the habit of Rapid Reading - scanning & skimming, before reading responsively. You can

skip words, sentences & paras as you read with anticipation and interest.

